

## **EMPLOYMENT OPPORTUNITY**

**State of California  
State Council on Developmental Disabilities  
Area Board Office XI  
2000 E. Fourth Street, Suite 115  
Santa Ana, CA 92705  
714-558-4404  
Susan.Eastman@scdd.ca.gov**

**POSITION:** Community Program Specialist II  
**LOCATION:** Santa Ana, CA  
**OFFICE:** SCDD Area Board XI Office  
**SALARY RANGE:** \$4,400-\$5,348  
**CONTACT:** Susan Eastman, Executive Director  
**DEADLINE:** Until Filled

### **SUMMARY OF RESPONSIBILITIES**

The State Council on Developmental Disabilities (SCDD) is an independent state agency established by federal and state law. Its mandates include: systemic change, capacity building, and advocacy to promote a consumer and family-based system of services, supports and other assistance. The goal of the federal law is to enable people with developmental disabilities to achieve self-determination, independence, productivity, and community integration and inclusion. The State Council (Council) consists of 31 voting members, all of whom are appointed by the Governor. SCDD's Community Program Specialist II helps the Council fulfill its specific mandates under the Federal Developmental Disabilities Assistance and Bill of Rights Act (Title 42, USC 15001 *et seq.*) and the Lanterman Developmental Disabilities Act (Welfare and Institutions Code 4500 *et. seq.*).

The Community Program Specialist II, coordinator of the Volunteer Advocacy Services (VAS) Program, under the general direction of the Executive Director of the SCDD/Area Board XI Office, coordinates the Volunteer Advocacy Services (VAS) program at Fairview Developmental Center.

### **DESCRIPTION OF ESSENTIAL FUNCTIONS:**

- 30% Recruit, interview, screen, train, match, support and supervise volunteers to provide advocacy services for residents of Fairview Developmental Center who do not have family or conservators;
- 35% Provide direct advocacy services to residents with more complicated circumstances, or as the need arises;
- 15% Interact extensively with Fairview Developmental Center management, staff and committees; South Coast Regional Resource Developmental Project; regional

centers; community service providers; and, families to resolve problems and coordinator the effective operation of the program;

- 15% Maintain a management information system, develop reports, and keep the Area XI Board Executive Director informed of the status of the program and services provided;

### **MARGINAL FUNCTIONS:**

- 5% Perform other tasks as assigned by the Executive Director of Area Board XI.

### **Supervision Received:**

The CPS II is supervised by the Executive Director.

### **Supervision Exercised:**

The CPS II may have lead responsibility over others for specific tasks and projects.

### **Administrative Responsibility:**

Other than normal routine organizational reporting requirements, the CPS II has no specific administrative responsibility.

### **Personal Contacts:**

The CPS II must interact in an appropriate and professional manner with representatives of various Federal and State agencies, the Governor's office, private organizations, individuals with developmental disabilities and their family members, Council and committee members and staff as well as the general public.

### **Other Information:**

The CPS II must be willing and able to work with and for persons with developmental disabilities, be able to communicate effectively, both orally and in writing, and be knowledgeable about the developmental disabilities service delivery system in California. The CPS II must be able to reason logically and creatively, utilize a variety of analytical techniques to resolve complex problems, develop and evaluate alternatives, accurately analyze data, present information effectively, produce written drafts on a personal computer, be free to travel, work extended hours and some weekends and make presentations before the public. The CPS II must be able to work successfully with the Council members, committees, staff, other governmental agencies and the general public. The CPS II must gain and maintain the confidence and cooperation of those contacted during the course of work, coordinate, act as a team leader and function effectively and cooperatively as an integral part of a creative professional organization.